



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9-16-80	1. Agency Address Georgia Ports Authority Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-236-A	
Application Number 88		Date Received OCT 1 1980	Date Completed NOV - 3 1980
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief	Telephone Number 964-1721, # 211
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>78-236</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973 Latest To Date		5. Records Series Title (followed by title used in office; if different) Official Reports of Damages or Accidents	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and regular key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Any reports of damages, accidents or incidents occurring on the Port facilities. Property damages, cargo damages, equipment damages, accidents and incidents at Garden City and Ocean Terminal.	
File is arranged: Chronological			
8. Monthly Reference Rate One to six months old <u>30</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|--|--------|
| a. State Law | 4 | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | | years. |
| c. Federal law | | years. | f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 year(s); then
- ☒ Transfer to local holding area, hold _____ 3 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

This schedule applies to all damage reports which do not fall under the Admiralty Law. Official reports falling into this category will be filed separately. Until these reports increase in number, a schedule will not be written.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/22/80	<i>[Signature]</i>	9-19-80
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	10-30-80
	Secretary of State/Designee	<i>[Signature]</i>	10-27-80
	Attorney General/Designee	<i>[Signature]</i>	11-3-80



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9-13-78	1. Agency Address Georgia Ports Authority Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-236	Date Received OCT - 3 1978
Application Number 22		Date Completed OCT 23 1978	
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police	Telephone Number 964-1721, 211
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
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YES	NO	10. Questionnaire (Place an "X" in the proper column)
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	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Director of Administration, Insurance Manager
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

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- | | | | | | |
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- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then
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Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. B. Stiles</i>	9/13/78	<i>Carol Thompson</i>	9-28-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	10-20-78
State Auditor/Designee			
Secretary of State/Designee			10-13-78
Attorney General/Designee			10-24-78